

4 November 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Administrative Support of Special Projects

REFERENCE: Memorandum dtd 4 November 52 from the ADDA to
Special Assistant to the DDA;
Same Subject

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1. Reference memorandum sets forth the revised concept as to the manner in which administrative support plans will be devised for special projects. It is clearly indicated that the responsibility for the development of an adequate support plan for a project is that of the DDP. The staff of the DDA will serve as a focal point to bring to bear upon the problem the concerted attention of the various administrative offices and staffs whose support is required or whose responsibilities are involved. Plans so developed will be authorized by the Chief of Administration/DDP in behalf of the DDP and will be approved by the DDA.

2. The above concept emphasizes the point that the purpose of a plan is to accomplish the operational objective. Therefore, it is proper that the DDP authorize the plan as being both adequate and necessary to the consummation of one of his projects. It is further proper that the DDA approve such a plan as being within the support capabilities of Administration and as properly fulfilling his administrative responsibility as prescribed by the limitations inherent in the project.

3. Before making the required revisions in the draft regulation or attempting to implement the new concept, I believe it is essential that we study the practical procedure by which this work will be done most effectively and efficiently, and that there be general agreement as to this procedure. At this point, it cannot be determined whether or not the regulation should contain any clarifying procedural text. Further, the placement and staffing of the Planning Support Staff cannot be determined until the general procedural concept has been established. Attached hereto is a rough outline of a procedure for accomplishing the planning work in an effective, expedient manner. Every effort is made to emphasize the full exploitation of the technical and administrative competence already in the administrative offices and staffs of the DDA or in the specialized operational staffs of the DDP. The primary purpose of the Administrative Planning Staff being to supervise and direct the coordinated efforts of administration, to meet the support requirements of the operating office and at the same time reasonably fulfilling the administrative responsibilities of the DDA.

Enclosure - 1

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Special Assistant to the
Deputy Director (Admin.)

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